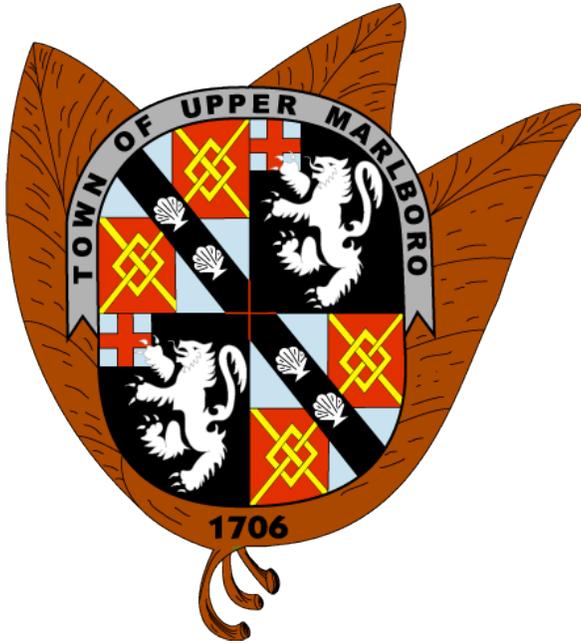


Thank you for joining! Please place your phones on MUTE until public comment!

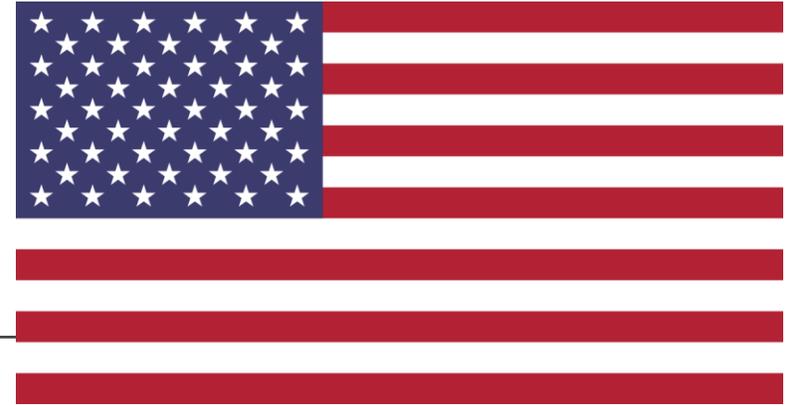


Virtual May Town Meeting

TUESDAY MAY 12TH, 2020

7:00 PM

Agenda



- Roll Call
- Pledge of Allegiance
- Consent to the Agenda
- Closed Session Statements: April 28, 2020 Board Work Session & the May 6, 2020 Special Board Work Session
- Approval of the April 14, 2020 Regular Town Meeting minutes
- Approval of the April 28, 2020 Board Work Session minutes
- Approval of the Treasurer's Report as of April 30, 2020.

The Pledge of Allegiance
I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Agenda

- ❑ Department Reports — Finance, Public Safety, Public Works, and Clerk's Office
- ❑ Committee Reports — Historical, Events, Sustainable Communities, CERT, Fire.
- ❑ Greenwill Consulting Report
- ❑ Commissioner Reports

Treasurer's Report

MONTHLY NARRATIVE

Due to the global pandemic the Town continues to see financial losses in revenue. There are expenses incurred due to COVID-19 and revenues being lost from the closure of businesses and an increasing amount of unemployment's.

- Ending April in the RED
- COVID-19 Expenses
- FY2021 Budget woes

Town of Upper Marlboro Budget vs. Actuals July 2019 – April 2020

	Actual	Budget	% of Budget
Revenue			
Fines, Licenses, Permits	\$235,915.24	\$339,935.00	69%
Grants	\$141,801.40	\$550,829.00	26%
Intergovernmental	\$20,143.20	\$41,315.00	49%
Other Revenue	\$370,524.90	\$341,432.00	108%
Taxes	\$777,099.09	\$852,209.00	91%
Total Revenue	\$1,545,483.83	\$2,125,720.00	73%
Expenses			
General Government	\$894,435.34	\$1,186,517.00	75%
Public Safety	\$251,600.51	\$560,122.00	45%
Public Works	\$218,899.96	\$379,081.00	58%
Total Expenses	\$1,364,935.81	\$2,125,720.00	64%
Committee Overview			
Historical Committee	\$306.46	\$1,500.00	20%
CERT Team	\$238.45	\$1,500.00	16%
Events Committee	\$5,974.84	\$12,500.00	48%

Town of Upper Marlboro Profit & Loss April 2020

REVENUE

FINES, LICENSES, PERMITS	\$2,133.45
GRANTS	\$100,00.00
INTERGOVERNMENTAL	\$0.00
OTHER REVENUE	\$270,957.73
TAXES	\$752.09
TOTAL REVENUE	\$373,843.27

EXPENSES

GENERAL GOVERNMENT	\$54,221.16
PUBLIC SAFETY	\$18,662.61
PUBLIC WORKS	\$14,427.37
TOTAL EXPENSES	\$87,311.14

Total Cash on Hand and in Banks \$ 727,018.24

Public Safety Report



- Chief Burse participated in several conference calls with the Prince George's Chiefs Association discussing issues related to the COVID-19 virus.
- Chief Burse and Sgt. Irby assisted the County Police with the identification of a suspect wanted for shoplifting.
- Chief Burse participated in several conference calls with Prince George's County Office of Emergency Management related to COVID-19.
- Chief Burse participated in several conference calls with Maryland State Police and members of the Governor's Office related to COVID-19.
- Chief Burse, Sgt. Irby, and Cpl. deBarros conducted high visibility patrols throughout the Town during the Stay at Home Order.
- Chief Burse coordinated the deep cleaning of Town Hall, Public Works, and six Town vehicles.
- Chief Burse was able to obtain a gallon and a half of hand sanitizer that was donated by a business.
- Chief Burse spoke with the Board members for Marlborough Towne HOA.
- Chief Burse obtained Personal Protective Equipment protective body suits for the officers.

Incidents Reported in Town:

House Alarm 1	Traffic Complaint 1	Suspicious Vehicle 1
Theft from Auto 1	Theft Report 1	Death Report 1
Unknown Trouble 1	Disorderly Report 1	

Last Month Incidents:

Warrant Service 1	Unknown Trouble 1	Suspicious Person 2
House Alarm 1	Business Alarm 1	Accident Report 1
Fraud Report 1		



Public Works Report

- ❑ **Capital Improvements** -Town Hall, Public Works, and all Town owned vehicles were deep cleaned and disinfected to limit exposure to possible Covid-19 symptoms. Public Works employees moved to a one person per truck restriction. **Maintenance and Beautification** – Town properties were aerated, seeded, and placed on a two-week cut interval to allow seeds to germinate and take root. Red stars and variegated lirioppe were planted, and mulching began at TH. One downed tree was removed from backlot butting up Spring Branch.
- ❑ **Maintenance and Beautification** –Aeration, Seeding and Fertilization was wrapped up in early April. Two-week site cut intervals were maintained to allow seeds to continue to mature (two week cut intervals will come to an end in early May). Cummins Power was on site to inspect and service the generator for Town Hall. Generator was given a clean bill of health.
- ❑ **Street and Sidewalk Repairs** – Weeds on Main and Water Streets were cut and sprayed with herbicide, but due to the frequency of rain, was rendered ineffective. We look forward to re-treating in May, in addition to moving this task forward town wide. Water main on Spring Branch Drive was fixed, and full-width paving was laid..
- ❑ **Trainings** – PW team was familiarized with daily logging and use of an infrared thermometer.
- ❑ **Weather Related Activities** – April had three high-wind events that resulted in a small amount of limbs, and one tree to be removed from Town property.
- ❑ **Refuse Accumulations** – Solid wastes (Landfill) are: 12.84 tons. Yard Waste collections are: 4.77 tons.

Events Committee Report

Historical Committee Report

Sustainable Communities Report

Other Committee Reports

CERT Team

Marlboro Volunteer Fire Department

Commissioner Reports

- Commissioner Kai Bernal-LeClaire
- Commissioner Wanda Leonard
- President Linda Pennoyer

Business Agenda

Public comment will be taken prior to Business line items (2 minutes per item)

- ❑ Ordinance 2020-03 Personnel Systems Standards: (Board vote)
- ❑ Ordinance 2020-05 Town Operating Budget for FY2021: (introduction)
- ❑ Ordinance 2020-06 Establish Rates for FY2021 Tax Levy: (introduction)
- ❑ Resolution 2020-11 Awarding RFP #UM 2020-03 Town Solar Installation: (Board vote)
- ❑ RFP #UM 2020-05 Government Relations Firm: (Board approval)

Agenda Item: Ord 2020-03

- ❑ Ordinance 2020-03: Personnel System Standards
- ❑ AN ORDINANCE TO ESTABLISH A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, SALARIES, STANDARDS, AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.
- ❑ Introduced at March 10th Town Meeting. Tabled at the April Town Meeting, now up for Board Approval.
- ❑ This is the core of the Town's newly revised Personnel System.

Agenda Item: Ord 2020-05

- ❑ Ordinance 2020-05 Town Operating Budget for FY2021
- ❑ AN ORDINANCE RELATING TO ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2021 AND TO ESTABLISH CERTAIN PROCEDURES FOR REVIEWING AND AMENDING SAME, AS MORE PARTICULARLY SET FORTH HEREIN.
- ❑ Being introduced at May Town Meeting, up for Board Vote at June Town Meeting.

Agenda Item: Ord 2020-05

<u>REVENUE SOURCE</u>	<u>BUDGET AMOUNT</u>
Taxes	\$860,000.00
Intergovernmental	\$36,145.00
Fines, License and Permits	\$362,849.00
Other	\$15,000.00
Grants	\$192,317.00
From Designated Funds	\$238,500.00
Total Revenues	\$1,705,311.00*

<u>EXPENDITURES</u>	<u>BUDGET AMOUNT</u>
General Government	\$836,655.00
Public Safety	\$532,350.00
Public Works Department	\$336,306.00
Total Expenditures	\$1,705,311.00

Proposed FY21 Town Staffing Levels:

General Government: 4 F/T Positions

Public Safety: 7 F/T Positions

Public Works: 4 F/T 1 P/T Positions

Proposed CIP Projects to Be Funded:

- Town Playground Construction (Partially Grant Funded)
- Pocket Park Lot Purchase (Bond Bill Funded)
- Dept Service- FY20 Police Cruiser Purchase
- Annexation Costs (Legal & Surveying Costs)

Agenda Item: Ord 2020-05

For the first time, this Budget Ordinance will also include a Town Staff Salary Step-Chart.

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	32,000	32,960	33,920	34,880	35,840	36,800	37,760	38,720	39,680	40,640
2	35,000	36,050	37,100	38,150	39,200	40,250	41,300	42,350	43,400	44,450
3	39,000	40,170	41,340	42,510	43,680	44,850	46,020	47,190	48,360	49,530
4	44,000	45,320	46,640	47,960	49,280	50,600	51,920	53,240	54,560	55,880
5	50,000	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500
6	57,000	58,710	60,420	62,130	63,840	65,550	67,260	68,970	70,680	72,390
7	65,000	66,950	68,900	70,850	72,800	74,750	76,700	78,650	80,600	82,550
8	74,000	76,220	78,440	80,660	82,880	85,100	87,320	89,540	91,760	93,980

Agenda Item: Ord 2020-06

- ❑ Ordinance 2020-06 Establish Rates for FY2021 Tax Levy (No Changes
- ❑ AN ORDINANCE TO ESTABLISH TAX RATES FOR THE FISCAL YEAR 2021 TAX LEVY
- ❑ Being introduced at May Town Meeting, up for Board Vote at June Town Meeting.

That the tax rates for Fiscal Year 2021 for all real, personal and other property which is subject to taxation by the Town of Upper Marlboro are hereby established, levied and approved to be as follows:

<u>Residential Real Property</u>	<u>\$ 0.24 per \$100.00 of assessed valuation;</u>
<u>Commercial Real Property</u>	<u>\$ 0.52 per \$100.00 of assessed valuation;</u>
<u>Business Personal Property</u>	<u>\$ 0.45 per \$100.00 of assessed valuation;</u>
<u>Public Utility Property</u>	<u>\$ 0.75 per \$100.00 of assessed valuation;</u>

Agenda Item: Res 2020-11

- ❑ Resolution 2020-10: Town Hall Solar Panel Installation
- ❑ A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT TO INSTALL SOLAR PANELS ON THE ROOF OF TOWN HALL.
- ❑ Town released an RFP for at least 15 days and received 5 submissions.

Firm	System Size	Production	Price	Notes
Power Factor	9.63KW	12,000KW/yr	\$19,000	
Altenegy	8.47KW	10,642KW/yr	\$23,500	Also includes educational kiosk
Puresolar	19.88kw	23,796KW/yr	N/A	Advised \$24,000 budget not competitive
KW Solar	9.60kw	12,731KW/yr	\$24,000	
Keystone Power				Project was too small for their firm.

Agenda Item: Res 2020-11

- ❑ Resolution 2020-10: Town Hall Solar Panel Installation
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Keystone Power				Project was too small for their firm.

Agenda Item: RFP #UM 2020-05

□ Request for Proposals 2020-05 Town Government Relations Firm

□ The Town's 1-year contract with Greenwill Consulting ends in June 2020, and the Town is releasing the RFP for a firm to assist the Town with Government relations on the State & County Levels. The Town is not terminating its contract with Greenwill, simply following best practices in the contract renewal process.

Scope of Work: Qualified applicants should be able to provide the below services to the Town:

To advocate for the Town of Upper Marlboro during Maryland Legislative Sessions

- Strengthening partnerships with Local and State governments.
- Implementation of strategy for overall effective representation and growth within the State of Maryland and Prince George's County.
- Educating the members of the Maryland General Assembly and Prince Georges County Government of the Town's goals and initiatives.
- Provide frequent updates to staff and Town elected officials.
- Monitoring of both State and County Legislation pertaining to the Town or its initiatives.
- Developing lobbying strategies relating to economic development and revenue generation.
- Attend in-person meeting or conference calls as needed.
- General influential support

RFP Timeline:

RFP Document Approved by Board: 5/12/20

RFP Submissions Due: 5/26/20

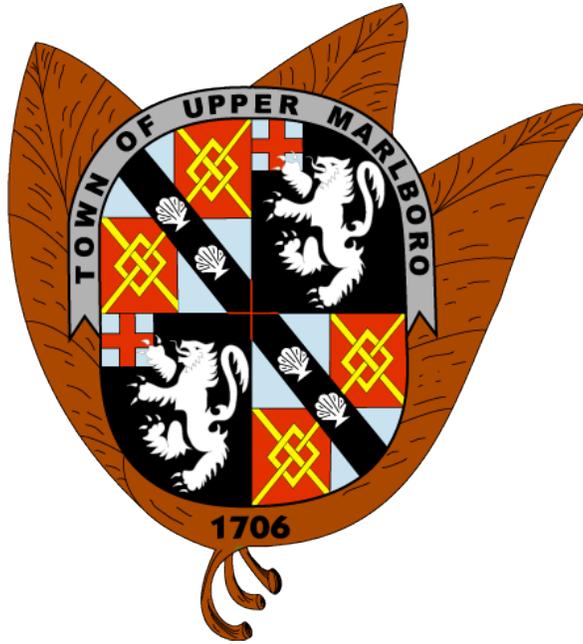
Contract Begins: 7/1/20

Agenda Item: Administrative Updates

- Legislation, Projects and Initiatives
- General Commissioner & Staff items

GENERAL PUBLIC COMMENT

3min per resident limit



Thank you for
joining us!
